

**ENLISTED VACANCY ANNOUNCEMENT  
FOR ASSIGNMENT AT THE 136TH AIRLIFT WING  
TEXAS AIR NATIONAL GUARD**

**POSITION:** First Sergeant

**ANNOUNCEMENT:** 136-16-77

**Position Number:** 0966695

**ISSUE DATE:** 21 Jul 2016

**AFSC:** 8F000

**CLOSING DATE:** 5 Sept 2016

**GRADE:** Immediately Promotable TSgt/E-6 to MSgt/E-7

**LOCATION:** 136th Aircraft Maintenance Squadron, NAS/JRB Fort Worth TX

**REMARKS:** Applicant selected for this position must agree to serve tenure of no less than 3 years from date of graduating from First Sergeant Academy (FSA). If the member was a prior First Sergeant, the tenure starts the day of assignment. **In accordance with ANGI 36-2101, effective 1 January 2012 AGRs are not authorized assignment against a First Sergeant position unless there is a valid full time requirement for a First Sergeant on the manning document.** At the end of a 3 year tour, the hiring authority and the wing command chief will conduct a review of the First Sergeant's performance. Additional period of beyond 3 years is at the discretion and approval of the hiring authority. Applicant must attend FSA, in residence, within 1 year of selection. Applicant must have 3 years retainability prior to being placed in the 8F000 UMD position. Applicant must have completed NCO Academy prior to applying. **Any package that is incomplete WILL NOT BE CONSIDERED.**

**HOW TO APPLY:** Applications must arrive at the 136 AW/Military/AGR Application Inbox at the following e-mail address: ([usaf.tx.136-aw.mbx.military-agr-application@mail.mil](mailto:usaf.tx.136-aw.mbx.military-agr-application@mail.mil)) no later than **2359 Central Time** on the close-out date of the job announcement. Applications must be complete upon initial submission in one single PDF package, not to exceed 6 MB and with the proper naming convention of Last Name- Announcement number (i.e. Last Name-136-13-56). Applications that are not in one single PDF email will not be accepted and will be automatically disqualified. All packages must be redacted for Personal Identifiable Information (PII). Copies of official transcripts will be accepted, if they are required per the announcement. If selected for the position, official transcripts will be required at a later date.

Incomplete packages, packages not meeting mandatory criteria, or packages received after the close out date as indicated on the job announcement, **WILL NOT** be considered.

Qualification/Disqualification letters will be emailed to each applicant NLT 10 days after the announcement close out date. If you need to update a previously submitted package and it is **before the close-out date**, you must send a new complete package with the updated information. Sending only the updates will disqualify your package as an incomplete package. Incomplete packages are not accepted. Email constraints limit the size of an application to 6 MB and will need to be named in the subject line as "Update Last Name-Announcement number" in the following format (i.e. "Update Last Name-136-13-34")

**ITEMS REQUIRED:**

1. Records Review Rip dated within 60 days of closing date of announcement
2. Military Biography
3. Personal letter of intent outlining career goals and objectives
4. ANG Fitness Test, current and passing (with no exemptions)
5. Adverse action statement
6. Targeted Resume **IAW AFH 33-337, The Tongue and Quill**, that outlines Leadership Experience, Base/Community Involvement, and Significant Self Improvement
7. Most recent EPR with rating of 5. or if no EPR, a Letter of Recommendation from the commander validating member as a top performer.
8. CCAF Degree transcript if CCAF is not completed
9. Letters of recommendation (Optional) - maximum 3 with 1 from current supervisor
  - a. # 5 draft can be requested by e-mailing [usaf.tx.136-aw.mbx.military-agr-application@mail.mil](mailto:usaf.tx.136-aw.mbx.military-agr-application@mail.mil)

**PERSONAL INTERVIEWS:** Applicants must be available for an interview. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone or mail of interview time and place. Payment for travel **IS NOT AUTHORIZED.**

**NOTE:** All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

## **POSITION QUALIFICATIONS**

**1. Special Duty Summary.** Serves as the commander's advisor and critical link for matters concerning Airmen. Supports the mission through interaction, support and management of Airmen and families. Related DoD Occupational Subgroup: 152100.

**2. Duties and Responsibilities:**

2.1. Provides the commander a mission-ready force to execute the unit mission. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact Airmen readiness. Prepares personnel of the organization to deploy in support of mission requirements. Exercise the necessary leadership to provide and sustain a mission-ready workforce for the commander.

2.2. Advises the commander on a wide range of topics including the health, esprit de corps, discipline, mentoring, wellbeing, career progression, professional development, and recognition of all assigned Airmen. Assists the commander in preparation and execution of unit training and information programs (e.g. commander's call). Attends staff meetings. Represents the commander at base meetings and councils, and when conducting tours through unit areas.

2.3. Works with fellow senior noncommissioned officers (SNCO) and supervisory personnel to ensure discipline is equitably maintained and the health, esprit de corps, discipline, mentoring, and welfare of the force are met. Ensures supervisors set an appropriate example for the subordinates. Provides leadership and guidance to supervisors and members enabling them to resolve problems or complaints at the lowest level. Coordinates the resolution of complex problems with the supervisor, member, commander and appropriate base agencies. Maintains liaison with base agencies to ensure availability of services for unit members. Ensures training is provided on matters of leadership, customs and courtesies, dress and personal appearance, self-discipline, adherence to standards, drill and ceremony, safety and sanitation. Supports and promotes profession military education activities. Corrects conduct prejudicial to good order and discipline.

2.4. Assists personnel in adapting to military environment and adjusting to the organization and duty assignments. Monitors unit sponsorship programs and conducts orientation for newly assigned personnel. Makes frequent contact with unit members at work, housing and recreation areas.

2.5. Manages care and upkeep of unit dormitories and adjacent grounds. Participates in the Quarters Improvement Committee. Inspects dormitories, day rooms and unit areas as necessary. Initiates corrective action when required. Addresses housing concerns, ensuring personnel are expeditiously housed, accounted for and issues or conditions, which have the potential to negatively impact readiness, are resolved.

2.6. Supervises administrative actions directed by the commander. Coordinates with supervisors of enlisted personnel to schedule unit functions, duties, leave, passes and other absences from duty. Performs quality force review and ensures timely processing of performances reports, awards, decorations, favorable communications, promotions, demotions, classification actions, quality control actions and disciplinary actions.

2.7. Works closely with the command chief master sergeant to ensure Airmen understand and are prepared to execute the mission. Develops and executes specific goals, plans and objectives to address issues related to Airmen.

**• 3. Special Duty Qualifications:**

3.1. Knowledge. Knowledge is mandatory of: personnel management with emphasis on quality force indicators, personnel and administration; military training; Air Force organization; drill and ceremonies; customs and courtesies; military justice; and counseling techniques.

3.2. Education. For entry into this SDI, CCAF degree and completion of the Senior Noncommissioned Officer Academy is mandatory. ARC members must immediately enroll in the correspondence course upon selection for first sergeant duty (if not currently enrolled/completed), and must complete the course within 12 months after attending the FSA.

3.2.1. Must possess a Community College of the Air Force degree. ANG members who do not already possess a CCAF must complete this degree within 18 months of completing the FSA.

3.3. Training. For retention of this SDI, completion of the First Sergeant's Academy is mandatory.

3.4. Experience. Not used.

3.5. Other.

3.5.1. For entry into this SDI, the following are mandatory:

3.5.1.1. E-7 with 4 or more years from current/projected grade HYT.

3.5.1.2. Possess an awarded AFSC at the 7- or 9-skill level and not projected to reach six years of service outside of that AFSC during initial three-year tenure as a First Sergeant.

3.5.1.3. Approved candidate on the developmental special duty nomination list or ARC equivalent program.

3.5.1.4. Overall rating of 5 on last three performance reports (N/A for ANG).

3.5.1.5. No referral EPRs in the last three years.

3.5.1.6. Scored 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months or exemptions, except for deployments and/or pregnancy, from any component. Current fitness test must be valid through in-residence First Sergeant Academy graduation.

3.5.1.7. Not currently serving in a SDI.

3.5.1.8. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.

3.5.1.9. Must not have, nor bear the appearance of, personal, marital, or family problems that detracts from the member's ability to effectively serve as a first sergeant

3.5.1.10. No record of disciplinary action resulting in an Article 15 or Unfavorable Information File for the past three years.

3.5.1.11. Never received military disciplinary/corrective action (Letter of Reprimand, Letter of Admonishment, Letter of Counseling, or Article 15) for sexual related offenses, drug related offenses, larceny/theft/fraud, assault, domestic/child abuse related offenses or repeat offenders for lesser offenses of those listed.

3.5.1.12. Be highly motivated, have exceptional leadership and managerial skills.

3.5.1.13. See attachment 4 for additional entry requirements.

3.5.2. For entry and retention of this SDI, the following are mandatory:

3.5.2.1. No general, special, or summary courts-martial convictions.

3.5.2.2. No record of disciplinary action (LOC, LOA, LOR) for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships* or documented failures to exercise sound leadership principals.

3.5.2.3. No convictions by a civilian court except for minor traffic violations.

3.5.2.4. No military disciplinary/corrective action (LOC, LOA, LOR) for sexual related offenses, drug related offenses, larceny/theft/fraud, assault, domestic/child abuse related offenses or repeat offenders for lesser offenses of those listed.

3.5.2.5. Must not have an Assignment Limitation Code (ALC) of C-3.

3.5.3. For retention of this SDI, the following are mandatory while serving as a First Sergeant:

3.5.3.1. No nonjudicial punishment under the Uniform Code of Military Justice.

3.5.3.2. Must maintain 8F000 qualifications IAW AFI 36-2113, *The First Sergeant*.

3.5.3.3. No overall EPR rating of less than 5 or a referral EPR (N/A for ANG).

3.5.3.4. No more than one unsatisfactory physical fitness assessment.

3.5.3.5. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

• • **Utilization note:** This SDI is authorized for use as an awarded Control AFSC upon the date the Airmen enters formal training (Distance Learning). Exception: ANG members who are in a full time status of another AFSC during the week will maintain that CAFSC, but perform duty in the 8F000 SDI while in drill status. This SDI is authorized for use as an awarded Duty AFSC when the Airman is filling a valid, funded 8F000 unit manpower document (UMD) authorization. Further, 8F000 is not authorized for award as the PAFSC unless incumbent has no other awarded AFSCs. Airmen performing 8F000 duties but not filling a funded 8F000 UMD authorization will have no change in their awarded, duty AFSC. Ensure Airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

**\*\*Failure to maintain any requirements will result in mandatory withdrawal of SDI.**

**E-mail APPLICATIONS TO:** [usaf.tx.136-aw.mbx.military-agr-application@mail.mil](mailto:usaf.tx.136-aw.mbx.military-agr-application@mail.mil)

**Subject Line:** Last Name-Announcement number (i.e. Smith-136-15-XX)

**Questions can be e-mailed to:** [usaf.tx.136-aw.mbx.military-agr-application@mail.mil](mailto:usaf.tx.136-aw.mbx.military-agr-application@mail.mil)

**Subject Line:** Question-Announcement number (i.e. Question-136-15-XX)